

M e m o r a n d u m

Date: October 26, 2009

To: Office of Risk Management
Attention: Captain R. F. Leal

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 10, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 116 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total sample size of 44 items. Each OPI inventory list was stratified (c) and the results rounded up to the next whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	88	75.86%	31.10	32
Telecommunications	15	12.93%	5.30	6
Fleet	3	2.59%	1.06	2
Weapons	10	8.62%	3.53	4
Total	116			44

Safety, Service, and Security

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 37 of the 44 items were located. Six items were transferred out of the command and one item was unavailable for inspection due to the staff member assigned the equipment being on maternity leave. Furthermore, two of the 39 items require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 14 of the 16 items reconciled. One item was transferred to another command, and one item requires a correction be made to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Office of the Assistant Commissioner, Inspector General by January 26, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Inspector General
Fiscal Management Section
Telecommunications Section
Fleet Operations Section
Office of the Academy

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Office of Risk Management
September 10, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
DIGITAL COPIER	127000				X		Item transferred, CHP 266 attached.
COMPUTER	139996				X		Item transferred, CHP 266 attached.
DIGITAL CAMERA	146576			X			Add serial number 1226142526.
PRINTER	148502				X		Item transferred, CHP 266 attached.
DIGITAL CAMERA	146577			X			Add serial number 1226142519.
Cellular Telephone	R100603			X			Remove "SCHRODER" and add "Leal".
Hand-Held Radio	R61696				X		Item transferred, MIS attached.
Hand-Held Radio	R62906					X	Employee "off" on maternity leave.
Vehicle	D1539				X		Item transferred, CHP 57 attached.
Vehicle	D1540				X		Item transferred, CHP 57 attached.
Weapon					X		Item transferred, MIS attached.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Office of Risk Management

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	104687	PRINTER LASERJET 5N P0044H7049	US3S003005	X				
2	111467	PRINTER LASERJET 8000N	USDG022756	X				
3	125655	PRINTER LASERJET 4550N	JPPKH41694	X				
4	127000	DIGITAL COPIER	FCG39J00223				X	Item transferred, CHP 266 attached.
5	139986	COMPUTER	2UB5410JWY	X				
6	139996	COMPUTER	2UB5410JX2				X	Item transferred, CHP 266 attached.
7	142658	DIGITAL CAMERA	1228823666	X				
8	142683	PROJECTOR W/ ROLLER CASE	6201277FK	X				
9	143919	LAPTOP	LVN9095	X				
10	146576	DIGITAL CAMERA		X			X	Add serial number 1226142526.
11	147289	COMPUTER	2UA636028Q	X				
12	147290	COMPUTER	2UA636028N	X				
13	147292	COMPUTER	2UA636028T	X				
14	147293	COMPUTER	2UA636028R	X				
15	148502	PRINTER	CNGXB77092				X	Item transferred, CHP 266 attached.
16	148504	PRINTER	CNGXJ52271	X				
17	148506	PRINTER	CNGXL17829	X				
18	150031	FACSIMILE MACHINE	U60283M6J585170	X				
19	150034	DIGITAL HANDYCAM VIDEOCAMERA	2395048	X				
20	154135	COMPUTER	MXL7330F80	X				
21	158118	ELECTRIC BINDING SYSTEM	TH47021H	X				
22	160684	COMPUTER	MXL82319ZM	X				
23	160690	COMPUTER	MXL8231B8X	X				
24	160698	COMPUTER	MXL8231B6B	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Office of Risk Management**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
25	160705	COMPUTER	MXL82319XX	X				
26	165027	COMPUTER	MXL8340KQC	X				
27	165588	COMPUTER	MXL83907MM	X				
28	165945	SCANNER	CN87KT40Q7	X				
29	77298	DICTATOR PORTABLE MOD 2250	225006387	X				
30	77299	DICTATOR PORTABLE MOD 2250	225008645	X				
31	87967	PRINTER LASERJET 4 P0039H0001	USBB056316	X				
32	92953	PRINTER LASERJET 4 PLUS P0801H4020	USFB069254	X				
EQUIPMENT TO INVENTORY LIST								
1	129843	PRINTER	CNBX400859	X				
2	145105	SCANNER SCANJET 7650	CN61RT718J	X				
3	146577	DIGITAL CAMERA		X			X	Add serial number 1226142519.
4	147291	COMPUTER	2UA636028P	X				
5	150033	DIGITAL HANDYCAM VIDEOCAMERA	2395068	X				
6	157987	PRINTER	CNRXY47236	X				
7	157992	PRINTER	CNBC83R1YG	X				
8	163690	DICTAPHONE / TRANSCRIBING MACHINE	279521	X				
9	165234	COMPUTER	MXL8340KP7	X				
10	79120	CALCULATOR QS-2660	65032571	X				

LEGEND

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Office of Risk Management

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R100603	Cellular Telephone	SCHRODER	07612887870	X				X	Remove "SCHRODER" and and "Leal".
2	R42305	Mobile Radio	3QDY799	5MKH357	9541236	X				
3	R61696	Hand-Held Radio	10199	402AWUG126				X		Item transferred, MIS attached.
4	R62906	Hand-Held Radio	13883	MM 08-051	402AWW4898 Z				X	Employee "off" on maternity leave.
5	R68459	Hand-Held Radio	15477	AREI-08	402AXE8263	X				
6	R90495	Hand-Held Radio	12414	AREI-09	355CEC0859	X				
EQUIPMENT TO INVENTORY LIST										
1	R45013	Mobile Repeater	3QDY799	5MKH357	7611088	X				
2	R70450	Battery Charger - Radio		AAI-08		X				
3	R79234	Control Head - Mobile	3QDY799	5MKH357		X				

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ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	FM LOC
009	3QDY799	5MKH357	COMMANDER VEHICLES	2005	FOR	CRNVIC	001
T 009 ✕	D1539	1111807	POOL	2002	FOR	TAURUS -010	001
T 009 ✕	D1540	1111808	COMMANDER VEHICLES	2002	FOR	TAURUS -010	001

Page Number: 1

* Transferred, CHP 57 ATTACHED.

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

LEGEND

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ATTACHMENT E

Department of California Highway Patrol
 Complete Area Inventory
 009 - Office of Risk Management

August 20, 2009

Officer Issued Weapons

Issued to officer

ID# Last NameFirst NameSer#Control#Comments

Employee TRANSFERRED,
 MIS ATTACHED.

Issued to officer:

Issued to officer

ID# Last NameFirst NameSer#Control#Comments

Issued to officer:

Officer Issued Weapons Total:

Area Grand Total:

LEGEND

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☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by _____

c266_208.pdf

<input type="checkbox"/> Return	<input type="checkbox"/> Repair	<input checked="" type="checkbox"/> Transfer
Loan return by		

FROM (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Office of Risk Management/DRU	009	Linda M. Fernandez	6/11/09
TO (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Office of Legal Affairs	008	2	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify)			

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR: CHP 57)

		VEHICLE NR:	D1540
YEAR:	2002	LICENSE NR:	1111808
MAKE:	FOR	REPLACES VEHICLE:	
MODEL:	TAURUS	VIN:	1PAFP53222G228291
CLASS CODE:	CO	DATE PLACED IN SERVICE:	11/24/2003
DEALER STOCK NR:	0748	FUEL CARD #:	35441

EQUIPMENT

ITEM:	DESCRIPTION:
FIRE EXTINGUISHER BR	
FIRST AID KIT	

COMMENTS:
10-11-04 STATION LOCATION CODE CHANGE FROM 072 TO 071 PER
E-MAIL FROM NANCY JENKINS.

ASSIGNED TO LOCATION: 001 1910

RECEIVED BY: [Signature]
(Signature)

PRINT NAME: JAMES SHIZUAKI

ID NUMBER: 118964

DATE: 6/80/09

----- End of Report -----

ODOMETER: 80398

TRANSFERRED FROM LOCATION: 001/009

DELIVERED BY: [Signature]
(Signature)

PRINT NAME: JAMES SHIZUAKI

ID NUMBER: 118964

DATE: 6/80/09



FILE COPY

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

VEHICLE NR: D1539	
YEAR: 2002	LICENSE NR: 1111807
MAKE: FOR	REPLACES VEHICLE:
MODEL: TAURUS	VIN: 1FAPP53272G228304
CLASS CODE: PL	DATE PLACED IN SERVICE: 12/10/2003
DEALER STOCK NR: 0708	FUEL CARD #: 35440

EQUIPMENT

ITEM:	DESCRIPTION:
FIRE EXTINGUISHER	
FIRST AID KIT	

COMMENTS:
POOL VEHICLE - ADDITIONAL PER E-MAIL
12-27-06 FROM 001/090 TO 001/091.
7/17/08 XFR 001/091 TO 001/009 @ 17,760

ASSIGNED TO LOCATION: 001/010
RECEIVED BY: James Shuman
(Signature)

PRINT NAME: JAMES SHUMAN
ID NUMBER: A18964
DATE: 6/30/09

ODOMETER: 22505
TRANSFERRED FROM LOCATION: 001/009
DELIVERED BY: James Shuman
(Signature)

PRINT NAME: JAMES SHUMAN
ID NUMBER: A18964
DATE: 6/30/09

----- End of Report -----



FILE COPY

SLEP 08115 05/27/09 16.49.15
PERI 00018 05/27/09 16.49.14

N 002 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT
PAGE 2 OF 6

RE: TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE ORDER #19-09

TRANSFERS - CAPTAIN (CONTINUED)

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
SCHRODER, D.A. #12838	009 OFFICE OF RISK MANAGEMENT	650 OCEANSIDE
SHAW, M.R. #13853	047 TELECOMMUNICATIONS SECTION	525 BALDWIN PARK
WHITEFORD, J. #13122	765 VENTURA	047 TELECOMMUNICATIONS SECTION

PROMOTIONS TO LIEUTENANT

EFFECTIVE AND REPORTING 07/01/2009, THE FOLLOWING SERGEANTS, CHP, ARE PROMOTED TO THE RANK OF LIEUTENANT, CHP, AND ADMINISTRATIVELY ASSIGNED AS INDICATED FOR A PERIOD OF ONE YEAR. EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
MONSECA, J.C. #13303*	801 INLAND DIVISION	330 REDWOOD CITY
KIRCHHOFF, M.O. #12792	626 CALEXICO INSPECTION FACILITY	660 BLYTHE AS COMMANDER
LANE, D.E. #10734	840 RIVERSIDE	801 INLAND DIVISION
RHEA, J.A. #12574	480 VISALIA	360 SANTA ROSA

TRANSFERS - LIEUTENANT

EFFECTIVE AND REPORTING 07/01/2009, THE FOLLOWING LIEUTENANTS, CHP, ARE ADMINISTRATIVELY TRANSFERRED AND ASSIGNED AS INDICATED. EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1, UNLESS OTHERWISE NOTED.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
NIELSEN, M. #12292	006 OFFICE OF INVESTIGATIONS	325 NAPA